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Executive for Administration & Management

12 August 48

Deputy Assistant Director for Operations

FBI West Coast Bureau Table of Organization

1. Three months of actual operation of the FBI West Coast Bureau at Reseda, California, have revealed certain staffing deficiencies which were not anticipated at the time when the current Table of Organization was established. The increased quantity of technical equipment to be serviced and the increased volume of monitored copy to be transmitted make necessary two additional positions, as follows:

2. The current T/O provides one Maintenance Technician, P-3, to service equipment in almost constant use, including 30 electronic Dictaphone recording and reproducing machines, 6 teletype machines, 60 radio receivers and associated equipment such as antenna multi-couplers, intercommunication system, Diesel engines, patch panels and cards, headphones, rhombic, Beverage wave and "V" antennas and feed lines. The schedule of routine servicing requires approximately 12 hours daily, without reference to major repairs or new installations. It is desired to provide an Assistant Maintenance Technician to make thorough and efficient servicing possible.

3. The current T/O provides six teletype operators, CAP-4. Six operators have been adequate to man 26 shifts per week, with some allowance for annual and sick leave. The increased coverage range at Reseda, however, has resulted in an increase in traffic from 20,000 words daily to 27,000 words per day at present, which is expected to continue to increase rapidly to 30,000 words. It has been necessary to assign two operators to each of the night shifts, except on weekends, with a resulting total of 31 man-shifts per week. An additional operator position is therefore necessary.

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4. It is requested that the FBI West Coast Bureau T/O be modified to include (a) one Assistant Maintenance Technician, SP-3, (b) one additional Telegraphic Typewriter Operator, CAP-4, and that the FBI personnel ceiling for U. S. field be increased from 51 to 123.

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Colonel, USAF

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addressee: Orig. & 1

T/O: 2

Rec. FBI: 1

Admin.: 1

RE: Kegar

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